DOCUMENT RESUME

ED 066 180 LI 003 815

AUTHOR	Lakhanpal, S. K.
TITLE	Library Binding Manual. Revised Edition.
INSTITUTION	Saskatchewan Univ., Saskatoon. Murray Memorial Library.
PUB DATE	72
NOTE	50p.; (0 References)
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	Books; *Library Collections; *Maintenance; Manuals; Periodicals; *Repair
IDENTIFIERS	*Book Binding

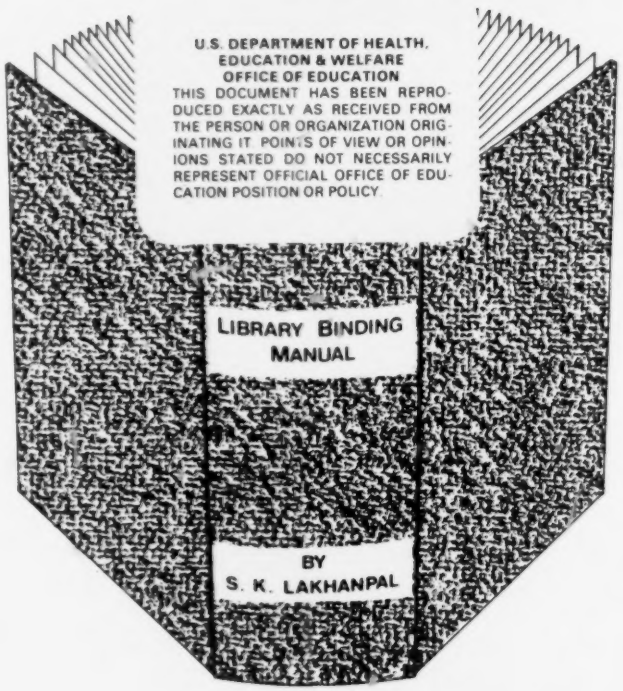
ABSTRACT

This procedural manual is designed to be used in bindery sections in public, university and special libraries. It briefly discusses these general matters: administrative control; selection of a binder; when and what to bind; conventional binding; routines; missing issues; schedule for shipments; temporary binding; rare books, maps and newspapers; advertisements, thickness of bound volumes; and supplements. The following topics are covered in the working manual: sources of material for binding, types of material received in the bindery section, collection of material for binding, preparation of material for the bindery, preparation of serials for binding, preparation for the receipt of shipment from the binder, processing the bound material, rush binding, payment of invoices, and miscellaneous items of concern. A standard lettering system, material on pamphlet binding and mending, and some binding samples are in the appendices. (SJ)

ED 066180

LIBRARY BINDING MANUAL

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY



SERIALS DEPARTMENT
MURRAY MEMORIAL LIBRARY
UNIVERSITY OF SASKATCHEWAN
SASKATOON, 1972

LI 003 815

"Revised Edition"

$3.00

PAGE	CONTENTS
	Preface
1	General Introduction
7	Sources of Material for Binding
9	Types of Material Received in Bindery Section
10	Collection of Material for Binding
15	Preparation of Material for the Bindery
23	Preparation of Serials for Binding
26	Preparation for the Receipt of Shipment from the Binder
28	Processing the Bound Material
29	Rush Binding
30	Payment of Invoices
31	Miscellaneous Items
34	Appendix I - Standard Lettering System
36	Appendix II - Pamphlet Binding
38	Appendix III - Mending
40	Samples

PREFACE

Since I took over as Serials Librarian I have been making ad hoc decisions regarding binding of periodicals and monographs. When I did not find a good working manual for binding I decided to write a procedural manual which could be used in bindery sections in public, college, university, and special libraries.

Here is a manual that I have compiled from my working notes. It can be adapted with minor modifications to suit any bindery situation in any type of library.

I should like to express my deep appreciation and gratitude to the serials librarians in the Universities of Alberta, Brock, Guelph, Mount Allison, Newfoundland, and Saskatchewan (Regina) for their valuable suggestions. Thanks are also due to Mr. Ambrose Churko, the bindery supervisor at the University of Saskatchewan (Saskatoon) for his helpful cooperation. I am also indebted to Mrs. Dolores Moskol who was patient enough to read my handwriting for typing the manuscript of this manual.

S.K. Lakhanpal

Murray Memorial Library
University of Saskatchewan, Saskatoon.

GENERAL INTRODUCTION

The most important function of a library is to make its collection available to the reader and researcher both for circulation and for use inside the library. Like test tubes in a laboratory, books in a library are liable to damage by constant use. Soft cover publications may be torn and hard cover publications may be broken apart, with the glue cracked, thread strands broken, and covers separated. This means that the library resources should be regularly surveyed by any of three departments: Public Services, Collections Development, or Circulation Department. Such departments are fully equipped to check whether the collection has a shabby or dirty look, and whether some material requires rebinding or special binding because of heavy use. Also, these departments can establish priorities. They can decide which volumes are to be bound and when they are to be bound; their decisions will be made on the basis of continuing service to the library patrons. Once the decision of what and when to bind is made the actual pre-bindery and post-bindery work is done in the Bindery Section. The actual binding work is done by a commercial bindery.

Some people recommend that libraries should install their own binderies. I, personally, do not feel that it is very profitable to employ a binder in the library. If there is a commercial bindery in town it is unnecessary and uneconomical to set up a bindery in the library. A commercial bindery which binds material for several libraries and other organizations can afford to install expensive and sophisticated machines and to hire professional book binders. Naturally, therefore, the commercial bindery will do a better job of binding books and serials for a library, at cheaper rates.

Administrative Control

In most cases the Bindery Section is attached to the Serials Department for administrative control and supervision. However, the flow of material is initiated by other departments. In some libraries the Public Services Department is responsible for selecting and forwarding material to the Bindery Section; at others the Circulation and Collections Departments are responsible for recommending materials for binding and mending; at still others the Bindery Supervisor establishes routines for picking up material for binding from the main or central library stacks. Of course, branch librarians are responsible for forwarding material for binding from the branch libraries.

Selection of a Binder

The library should compare all the available binders for their materials, with regard to workmanship, cost, dependable service, location of workshop, demands on library staff time, and ability to interpret binding instructions. Whichever binder measures up to the established standards and library requirements should be selected. The library should then stay with

this binder because "switching from one binder to another costs the library time and work. Issuing instructions to a new binder necessitates more careful inspection of binding when received, and all too often requires returning to the binder volumes incorrectly bound".* It is to the advantage of a library to establish a friendly business relationship with one or two reliable and competent binders.

When to Bind

It is essential to bind periodicals as soon as possible after completion of the volume to which they belong, because unbound periodicals used frequently soon become dirty and tattered. However, if this is done periodicals will be dispatched to the Binder at a time when they are needed most by the readers. It is unfortunate that periodicals will be unavailable to the readers for a few weeks, but this will be beneficial ultimately, for if the unbound periodicals are left on the shelves for any length of time they will be damaged, or leaves will be torn, or whole issues will disappear. One has to choose the lesser of the two evils. Although issues will be missing from the shelves for a while, once the bound volume has been received it will be more convenient to shelve and use.

What to Bind

Not all of the numerous periodicals now received by libraries are worth binding. The principles governing the formulation of library binding policies depend on the type and objectives of a library. Libraries can be divided into three categories as far as binding is concerned:

1. Public libraries.
2. College and University libraries.
3. Special and Research libraries.

Periodicals received in a public library are on topical subjects and, therefore, are in great demand when they are current. As soon as the latest issue is received the earlier issue loses its value. For this reason very few periodicals are bound in permanent binding in a public library.

College and university libraries have to have complete runs of most of the periodicals received. These periodicals form a considerable portion of the source material used by students for writing their papers and completing their assignments. Still, some periodicals of current value lose their demand after a few years, so that in college and university libraries about three quarters of the total number of periodicals received are bound. Of the rest, some are temporarily bound, and some are kept for the current year only.

Most university libraries have several branch or departmental libraries scattered about the campus. Consequently many inter-disciplinary periodicals have to be purchased in multi-subscriptions for various branch libraries. In such cases it has to be decided in a meeting of all concerned whether all copies or only the main library copy should be bound.

* Feipel, Louis N. *Library Binding Manual.* Chicago, American Library Association. 1951 p. 19.

Special and research libraries maintain long files of the greater part of their periodicals. As all the material in such libraries is of specialized nature, every item is bound as a matter of course.

Conventional Binding

Each library has also to decide what type of binding is most useful for its needs. The conventional binding system hitherto followed by most libraries is becoming less and less popular. It is very expensive to ask the Binder to match up each new volume with the earlier volumes of that set. In some cases it may be necessary to take special steps to match up each volume with the rest of the set, e.g., Law materials. The Binder must keep a rub of the spine of each volume bound, and these are carefully filed so that each time a volume comes for binding he can find the matching rub to ensure uniformity of spacing and type size. Then the rub is refiled. The binding cost of each volume is relatively more because the Binder and the library bindery clerk have to spend more time for checking all the minute details.

A newer and cheaper system of binding has been recommended by the Library Binding Institute of the United States. It is called "Standardized Lettering for Bound Periodicals". It does away with the decorative lines on spines and sets a specific order for information on the spine, thereby saving time for the bindery clerk and the binder, and reducing cost.

In order that periodicals and books may be properly prepared for shipment to the Binder a clear understanding is necessary between the Bindery Supervisor and the Binder concerning general library binding instructions.

Binding Routines

A regular routine for collecting and preparing material for binding should be set up. It should be written in the form of a manual and kept in the Bindery Section. These routines and procedures, in initial stages, should not be very rigid, but there should be scope for change and improvement. The professional librarian in charge of the Bindery Section should, from time to time, have conferences with the bindery staff and invite suggestions. There should be discussion of the existing routines, and suggestions for new procedures should be encouraged. The Binder should be kept informed of any changes in the procedures.

Missing Issues

While collecting material for binding the binding staff will find that some issues have been lost or stolen, or pages have been torn out of periodicals. In such cases it is advisable to buy replacement copies from the publisher. If the periodical issue is out of print photocopying can be used to replace missing sections. Photocopying is not recommended for all periodicals because the residual acids on the photographically reproduced pages can damage the adjoining pages in time. Sometimes it is more convenient to buy a complete volume instead of one or two issues from a

back issue dealer. But whatever method is used to complete the volume, under no circumstances should incomplete volumes be sent to the Binder with a request to complete the volume.

Schedule for Shipments

Depending upon the location of the commercial bindery a time schedule for shipments should be established. The Bindery Supervisor should discuss the matter with the Binder and integrate the bindery's plan with the work schedule of the Binder. If the Binder has a pick-up and delivery service, delivery and pick-up should be done on the same trip.

Some libraries send bindery shipments only once or twice a year. At such places material will have to wait in the pre-bindery room for a longer period and the Binder will also take more time to finish a large shipment. This method is not recommended because it puts the library material out of use for a relatively longer period. Frequently scheduled shipments are preferred because they will cut down the waiting period both in the pre-bindery room and at the Binder's.

Temporary Binding

The departments responsible for selecting the type of binding vary from library to library, but whoever makes the decision it should be based on the need to provide continuing service to the library public.

Titles which are considered to be of current value only should not be given complete library binding. What is the use of spending binding money on periodicals which will be withdrawn or discarded after a few years? Such material should be given temporary binding. There are several ways in which libraries are handling their temporary binding.

1. A very common practice is the use of pamphlet boxes. Unbound issues are put in labelled pamphlet boxes and shelved in the regular stacks.
2. Each volume is tied with a string and shelved in the stacks. A piece of cardboard is put on each side of the volume to make it stand upright on the shelves.
3. With the introduction of pin-binding machines some libraries have started pin-binding their unimportant periodicals. This is a very neat way of handling periodicals of current value only. One advantage is that even incomplete volumes can be pin-bound; when more issues of the same volume are received they can be easily inserted in the pin-bound volume.
4. Some libraries keep the current year only and send all the earlier issues to storage. It is not hard to keep unbound issues shelved neatly in storage because the material is handled by only one person, who retrieves and reshelves this material. Readers are not permitted to browse in this area so the periodicals are not disturbed or damaged.

The Bindery Supervisor should be careful about the so-called "fugitive material". Sometimes this fugitive material appears in the form of pamphlets which give information not found anywhere else. The value of

these pamphlets will be considerably increased if they are put in pamphlet binders.

Rare Books, Maps, Newspapers

It is hard to set up standard procedures for the binding and restoring of rare books, mounting of maps, and binding of newspapers. The requirements vary from library to library. The librarian in charge of rare books should guide the Bindery Supervisor with regard to rare materials.

Maps come in various sizes. In monographs, if maps are loose and quite thick they should be placed in a buckram pocket inside the back cover of the volume. If they are scattered in the text the Binder should be given specific instructions regarding their treatment. Large maps for the map room should be given muslin backing to protect them from cracking at the folds. Maps with muslin backing should not be folded but kept rolled on wooden rods.

Newspapers present a big problem because the newsprint paper is not good for preservation for any length of time. If a library decides that a newspaper is to be preserved permanently it should buy a second copy of the newspaper for binding purposes only, and this copy should not be used for any purpose until it has been bound into a volume. If it is decided to bind, the Bindery Supervisor should check it thoroughly for completeness and legibility before it is sent to the Binder. The thickness of the bound volume should never be more than two inches.

Owing to shortage of shelving space and the difficulty of preserving newsprint paper, conventional binding for newspapers is becoming a thing of the past. More and more libraries are buying whole runs of newspapers on microfilm. Still, for the convenience of readers, newspapers should be kept in their original edition for at least five years, and for this purpose temporary binding is more than enough.

Advertisements

While preparing periodicals for binding many supervisors have a hard time deciding whether advertisements should be removed or not. There is no easy answer to this vexatious question. If the advertisements are included the volume becomes so bulky that it becomes necessary to divide it into more than one physical volume; if the advertisements are removed someone might need them for studies in the history of advertising.

Thickness of Bound Volumes

The Bindery Supervisor should be very careful in deciding on the thickness of physical volumes of periodicals. With the introduction of copying machines and the popularity of xeroxing he should realize that large and thick volumes will not lie flat on the copying machine. This would mean blurred prints. If a great deal of photocopying is done it will damage the volume by breaking the spine or the sewing. Part of this problem

can be solved by making the physical volume reasonably thin (say one or one and a half inches in thickness) even if one bibliographical volume has to be bound in more than one physical volume.

Supplements

The size of individual volumes is also affected by the appearance of supplements to periodical issues. If a supplement is thin and indexed with the volume it should be bound in the back of the volume but before the index, using a coloured separation sheet. If a supplement is very large it will probably have its own index, and the practical thing is to bind it separately.

In conclusion I should like to say that I have not written a comprehensive book on the techniques of binding books and serials. It is only a working manual. In the following pages I have tried to give briefly and clearly information regarding binding procedures in libraries. I hope that people working in library bindery sections will benefit from this manual.

Chapter I

SOURCES OF MATERIAL FOR BINDING

There are different procedures in different libraries but some of the common sources of material for binding are given below:

Main Library Stacks

(a) During the annual inventory, if one is taken, the staff of the Circulation Department finds several items which need mending or rebinding. These are either already bound books which have been worn out by use, or completed volumes of unbound journals which were missed in the regular routine of binding.

(b) Books which had been charged out and are later returned to the Circulation Department in broken condition are sent to the Bindery Section.

(c) The stacks supervisor finds some complete volumes of journals in the process of reshelving periodicals and sends them to the Bindery Section.

(d) The bindery clerk picks up material from the stacks during weekly rounds.

(e) The Collections Development and Public Services Departments select and forward reference and general stack materials which are in need of repair or rebinding.

Branch Libraries

The branch librarian gathers completed volumes of journals when final issues are received and sends them for binding (detailed procedure is given in another section of the manual).

Catalogue Department

(a) Soft cover monographs which are catalogued and processed come to the Bindery Section before going to the stacks.

(b) Loose leaf xerography reprints which require quarter binding or pamphlet binding depending on their thickness.

(c) Old and out-of-print books purchased through Collections Development which need library binding before being put in circulation.

(d) French paper backs which need either cutting of pages or sewing. If sewing is required these books are sent for quarter binding.

Serials Department

(a) Kardex recorders send information to the Bindery Supervisor regarding completed volumes of journals which are ready for

binding. (This is done if, in the system, information regarding title pages, indexes, etc. is kept on the Kardex cards.)

(b) When back runs of journals are received in the Serials Department the serials cataloguer sends all the complete volumes to the Bindery Section.

(c) Incomplete volumes which are completed by getting missing issues either through purchase or through exchange lists are sent to the Bindery Section.

Reader's Notes

Chapter II

TYPES OF MATERIAL RECEIVED IN BINDERY SECTION

Any material that needs physical attention ends up in the Bindery Section.

(a) Books which are considered by the cataloguers to be too fragile to circulate in the publishers' binding are sent for library binding.

(b) Books which come with uncut pages and with soft covers, which the cataloguers feel will be too much in demand, are sent for binding.

(c) Books with torn spines, end papers ripped and covers separated from the back are sent for mending or rebinding.

(d) Theses which come back from University Microfilms in loose form are sent for theses-binding.

(e) Fugitive material which has to be kept for some time before being discarded is sent for pamphlet binding.

(f) Periodicals which are to be preserved permanently are sent for library binding.

(g) Periodicals which are not important and will be discarded after, say five years, are sent for temporary binding.

(h) Newspapers which eventually will be purchased on microfilm are sent for temporary binding.

(i) Maps already held by the library which are worn from folding and unfolding are sent for muslin backing. New large size maps are also sent for muslin backing.

(ii) Rare books are sent for restoration.

Reader's Notes

Chapter III
COLLECTION OF MATERIAL FOR BINDING

Monographs

All monographs are passed by the Order Department to the Cataloguing Department for processing. The Cataloguers should decide whether a particular book needs any physical care (binding) while it is being catalogued. When they see that a book is in soft covers or needs cutting edges, or that the publisher's binding is not strong enough or is in loose leaf form, they should recommend that the book be sent to the Bindery Section.

The cataloguers should clip a bindery slip (Sample 1, page 41) to the fanfold of the book. The bindery slip should have the call number, surname of author, title of the book, and accession number (if used). In case of a long title the cataloguer should shorten it as much as possible while still retaining its meaning. Phrases like "A History of . . .", "An investigation into . . ." etc., should be deleted. The initials of authors are also deleted.

It is difficult to give one procedure for the flow of monographs requiring binding from the Cataloguing Department to the Bindery Section, because cataloguing routines vary considerably from library to library. The following procedure, adapted to local conditions, can be followed for books going to the main library stacks.

Cataloguer
1. Decides whether book needs physical care.
2. Writes draft for card set, or fills the coding sheet, and makes bindery slip.
3. Book, draft (coding sheet goes to the computer office), and the fanfold with the bindery slip clipped to it are sent to the typist. (Note: In case of multi-copies of multi-volume work one bindery slip is made for each copy of each volume).

Typist
1. Types master card and passes it on for multi-lithing (if cards are printed at the library) or fills LC card set order form.
2. Passes book with fanfold, book pocket and bindery slip to labelling section.
3. Receives multi-lithed or LC card set or computer-produced set, completes it and sends for filing.

Labeller
1. Passes book with fanfold, book pocket and bindery slip to Key Punch Operator.

Key Punch Operator
1. Makes Punch Book Card (PBC) and passes book with PBC, book pocket, and bindery slip to Circulation Department.
2. Returns fanfold to Cataloguing Office for filing.

Circulation Department
1. Checks out the book to Bindery Section and sends book with pocket containing PBC, check out card, and bindery slip to the Bindery Section.

Bindery Section
1. Gets books bound and sends to labelling section with pocket, PBC, and check out card. The bindery clerk writes the call number at the appropriate place in the book and puts the library property stamp inside the book.

Labeller
1. Labels book, glues pocket and sends book with PBC and check out card to Circulation Department for discharging and shelving it in the stacks.

The procedure for books being catalogued for branch libraries is as follows.

Cataloguer
1. Decides whether book needs physical care.
2. Writes draft or fills the coding sheet and makes bindery slip.
3. Book, fanfold, and draft with bindery slip are sent to the typist.

Typist
1. Types master card and passes it for multi-lithing, or fills LC card order form.
2. Completes fanfold and sends for filing, keeping top green slip.
3. Passes book with green slip, pocket and bindery slip to labelling section.

Labelling Section
1. Types book cards.
2. Passes book with bindery slip pocket, book cards and green slip to the Bindery Section.

Bindery Section
Gets the book bound and returns it to labelling section after writing call number at its appropriate place and putting on library property stamp.

Labelling Section
Glues the pocket in, puts the label on and sends the book to the branch library with green slip and book cards.

Monographs which are already in the library and which because of heavy use, require mending or rebinding do not present any problem. The Public Services or Collections Development or Circulation Department decides which books are to be sent to the Bindery Section. The Circulation Department is more suitable for this work because it handles the charging and discharging of library material and it also supervises the shelving and reshelving in the stacks. All such monographs are checked out to the Bindery Section and a record is kept in the Circulation Department. If there is any urgent need the book can always be recalled from the Bindery Section or the Binder.

Monographs in branch libraries should be the responsibility of the staff in branch libraries. The staff should check, after fixed intervals, the collection in the library. Whenever they want to send any books for physical care they should send one bindery slip with relevant information filled in with each book. If the book has two book cards one should be kept in the branch library as a record of whatever is sent to the Bindery Section. If the branch

library is also a part of the central automated circulation system then the books should be checked out to the Bindery Section.

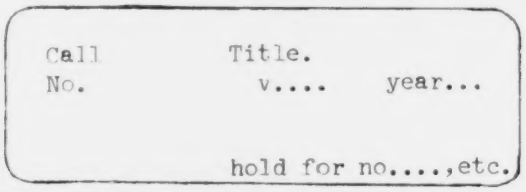
Serials

Serials from Main library: The Bindery Section should take upon itself the responsibility of collecting serials from the main library stacks for binding. All the information about the receipt of title pages, contents pages and indexes is kept here on the Master Bindery Card (Samples 2 and 3, pages 42 & 43). The Bindery clerk should go to the stacks once every week to pick up completed items. In a specified period of time, say two to six months, all sections of the stacks should be checked, proceeding according to the different classes of LC classification system (or whichever classification system is being used at the library), i.e., beginning with A (General publications) and going to Z (Bibliography and Library Science).

The bindery clerk should take a fixed number of records from the Master Bindery File after checking TPIs. While looking for material on the shelves according to the cards in hand, the clerk can also watch for some other material which requires binding but which has not been bound previously.

If the bindery clerk finds all issues of a volume present on the shelf, he or she should bring it down to the Bindery Section. The clerk should fill a "stack slip" (sample 4, page 44) in duplicate and tape one copy to the shelf informing readers that the volume is in the Bindery Section. The other copy should be given to the Circulation Department as soon as possible after the material has been removed from the stacks.

If the bindery clerk finds that the final issue of a journal volume has been received, but one or more other issues are missing from the shelf he or she should make a note and check at the Circulation Desk to see if the missing issues are signed out. If they are signed out the clerk should request the Circulation Department to keep a note to deliver the issues, when returned by the reader, to the Bindery Section. The incomplete volume should be tied in a bundle with a note attached saying "hold for binding", or all the issues of the incomplete volume can be put in a pamphlet box, labelled, and



replaced on the shelf. The label should be brightly coloured so that all pamphlet boxes with "Hold" labels on them can be easily distinguished from the regular pamphlet boxes with white labels. When the issues are received from the Circulation Department the bindery clerk can pick up the remaining issues from the stacks.

If the clerk finds that the missing issues are not signed out he or she should check them again on the next weekly round in the stacks. If the issues are still missing, or if some issues are damaged or mutilated, an order request for replacement of these issues should be sent to the Serials Librarian for forwarding to the Order Department. The incomplete volume should be tied with a string or put in a pamphlet box and left on the shelf till the Order Department procures the missing issues.

If it is found that the missing issues are out of print one of two things can be done:

1. If the journal is important the missing issue should be procured from the USBE. Failing this it can be procured in xeroxed form on inter-library loan and the volume can be processed for binding.
2. If the journal is unimportant the incomplete volume can be pin bound and shelved in the stacks with the discrepancy noted on the spine. The Serials Department should be asked to look for the volume or the issues on duplicate exchange lists received from other libraries.

All the material in the Bindery Section should be tied in bundles and kept in call number sequence.

Serials from Branch libraries

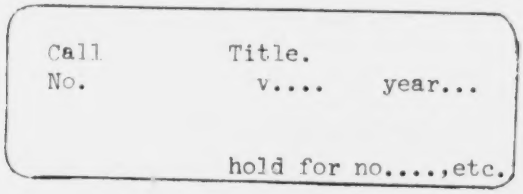
Every university library has some branch and departmental libraries. Some large and important branch libraries, such as Law and Medicine, have professional librarians on the staff. Some other small branch libraries are staffed by non-professional personnel with a professional librarian as an over-all supervisor in the capacity of a branch co-ordinator for several branch libraries. The staff in the branch libraries should be responsible for collecting and sending material for binding.

The Bindery Supervisor should send duplicates of Master Bindery Cards for the respective branch libraries to be kept in the branch libraries. This means that each branch library will have Master Bindery Cards for all the journals being received there. Whenever new titles are added to the branch library collection a Master Bindery Card for that title should also be added to the file there.

Using the Master Bindery File as authority, about fifty periodicals should be picked up for every shipment to the Bindery Section. Periodicals which are used a great deal by the students should be kept on a restricted shelf when a volume is complete and should be bound at a time when they receive comparatively less use.

As the volumes are gathered they are checked for missing issues. If there are no missing issues the volume is tied with a string and kept for dispatch to the Bindery Section. If some issues are missing a check is made to see if they have been signed out. If signed out a recall slip is prepared and issued. When a missing issue is returned the completed volume is tied and kept for dispatch.

If missing issues are not signed out the incomplete volume is put in a box, with the label



and shelved in the stacks to await completion. After a week or so it is again checked. If still missing a request order for replacement copy is sent to the Serials Department. In some cases the issues which are missing were never received at the branch library. All such titles are reported to the claims clerk in the Serials Department.

All the completed volumes are then dispatched to the Bindery Section. As a record of what has been sent for binding the branch librarian enters the volume number and date dispatched on the verso of the Master Bindery Card.

If the library is dealing with a local commercial bindery and the branch librarians are cooperative, the preparation of material can be done right at the branch library. A duplicate of each bindery slip made for each volume can be sent to the Bindery Supervisor. The commercial bindery can pick up the shipment from the branch library. But the bound volumes will be delivered at the Bindery Section because the Bindery clerk has to add accession numbers etc. to the volumes and also to the shelf list.

Reader's Notes

Chapter IV

PREPARATION OF MATERIAL FOR THE BINDERY

Monographs

Books received from the Circulation Department are sorted out in the Bindery Section to decide whether they should be given full binding, quarter binding, pamphlet binding, or sent just for cutting edges. At this stage books that can be mended are sent to the mending clerk.

Books which have heavy weight paper or semi-art or art paper, and which have broken publishers' bindings and broken sewing thread, are sent for full library binding. Books which are not very heavy, and which have their sewing intact, though in some cases requiring sewing too, are sent for quarter binding. Quarter binding is cheaper than full library binding because the buckram used is of slightly inferior quality. In some cases the sewing is good and the books have a hard sturdy paper cover, but the publisher did not bother to cut the edges. Such books are sent to the Binder for cutting edges only if the library does not have a heavy duty cutter in the Bindery Section. Very thin monographs and pamphlets are put in pamphlet binders, which can be very easily done by the mending clerk.

Monographs to be library bound or quarter bound

Each monograph which comes for binding will have a bindery slip written by a cataloguer. If it is a main library book it will have a pocket, PBC, check out card and bindery slip; if it is a branch book it will have a pocket, book cards and bindery slip. Part of the bindery slip will be completed by the cataloguer, i.e., the call number, author's surname, title and accession number. The Bindery Supervisor puts instructions for the Binder on this slip, which will accompany the book to the Binder. To save time all possible instructions are already printed on the bindery slip.

Instructions are:
(a) Make a new cover.
(b) No sewing required.
(c) Sewing bad, front and back cover O.K. Just make a new spine.
(d) Re-sew, make a brand new cover.
(e) Caution: Folded illustrations in book.
(f) Make pocket for loose folded map.
(g) Glue the front cover on the new hard cover.
If front cover damaged print the title on new hard cover (Quarter binding).
(h) Author's name only on spine (Quarter binding).
(i) Other.

The Bindery Supervisor simply circles the ones he or she wants followed. If something is wanted that is not printed on the bindery slip,

it can be written in the space provided for this purpose. One corner of the bindery slip is glued to the first page after the cover of the book. The pocket, PBC and check out card are kept in the Bindery Section.

When the bound book is received from the Binder, the bindery slip, which is still in the book, is used to check whether the instructions have been correctly followed by the Binder. The call number, if not printed by the Binder, is written at the appropriate place. The slip is then removed and discarded. The book is then passed on to the labelling section with a pocket, PBC and check out card. The pocket is glued and the book is labelled in the labelling section before it is sent out to its permanent location.

When some volumes of a multi-volume work come for binding the Bindery Supervisor should check in the shelf list or in the stacks to find out whether any other volume belonging to that work has already been bound This is done to keep all the volumes of a work bound in the same colour and matching spine. If previous volumes have not been bound with "standard lettering" on the spine then a rub from the previously bound volume is sent to the Binder. I think that in large monographic sets, if more than six volumes are already bound in the conventional binding, the future volumes should also be bound in the same manner. But if fewer than six volumes are already bound, the future volumes should be bound with standard lettering. Books not belonging to a set can be bound in any colour.

Monographs for cutting pages only

Books which require only cutting are all packed in boxes with a slip saying "For cutting only". Binding slips are not necessary for such books. The pocket, PBC and check-out card are kept in the Bindery Section and are given to the labelling section along with the book when it is received back from the Binder. Here the book is labelled and the pocket is glued; it is then sent to the Circulation Department where it is discharged and sent to the stacks.

Serials

Before detailing the procedure for preparing serials for binding I should like to describe the Master Bindery File.

The Master Bindery File is a file on 3" x 5" cards arranged in classified order, and is supposed to contain one card for each title that has been bound through the Bindery Section. It is a kind of authority as well as instruction file for the Bindery Supervisor. There are three advantages in having such a file. Firstly, the Bindery Supervisor gets all the information regarding binding instructions of various journals quite easily, and does not have to spend a lot of time every time the Bindery Section receives another volume of a journal which has already been bound once. Secondly, due to frequent staff changes, the Serials Librarian does not have to spend valuable time on extended training periods with the new staff. A person with average intelligence will be able to interpret the Master Bindery Card quite easily once the broad principles are explained. Thirdly, on the verso of the Master Bindery Card all the volumes which have been bound to date have been re-

corded. The Bindery Supervisor does not have to go to the shelf list, or to the Kardex, or to any other file to find out whether some volumes are missing or have or have not been bound earlier.

When bindery records and procedures become automated in the libraries of the future, master bindery records will be kept in machine readable form in data banks.

It is important to know the procedure for filling out the Master Bindery Card. All the information that goes on this card is relevant only to the particular title for which the card is made. The following is an item by item description of how the Master Bindery Card is filled in.

1. *Call number* Check shelf list to see that the call number written on the journal is correct. I do not mean that every call number will be wrongly written on the journal, but if there is sufficient reason for doubt it is better to check before a master record is established. This will be impracticable if the Bindery Section is located in another building. In that case the Bindery Supervisor should see that the call number has already been checked by the staff that sends the journal for binding. The correct call number should be written in the space provided for the purpose on the Master Bindery Card. If the journal belongs to a branch library the location symbol should also be written with the call number.

Type the location, e.g. Phys., Chem., etc., directly beneath the words call no. beginning under the letter c. Leave one space when there is no location symbol, as with journals from the main library. When the Cutter number is too long for the space provided begin typing from the left edge of the card.

2. *Title* Check shelf list for the correct title. The entry on the cards may be quite different from what is on the journal. As far as possible lettering on the spine should correspond to the entry in the public catalogue for that periodical. This is important because the reader will invariably look for the title which he has noted from the public catalogue on the spine of the bound volume. This also helps those readers who know the titles and are browsing in the stacks. Periodical titles should not be shortened. In case of serials which are published by corporate bodies the Serials Librarian or the serials cataloguer should be asked to give the abbreviated form of entry so that it can be accommodated on the spine easily. Unconventional abbreviations should be avoided. As far as possible initials should be used for corporate authors. For symposia, conferences, etc., significant words from the main entry can be used; e.g., for the catalogue entry "International Symposium on Working Methods in High Activity Hot Laboratories, Grenoble, 1965. Papers, communications, discussions," it was decided to use "working methods in high activity hot laboratories. Symposium", on the spine.

When a periodical changes its title a new Master Bindery Card is made for the new title. The card under the earlier title is left in the MBF with a

note saying "Title changed to . . .". Just in case some volumes under this earlier title come for binding this card will be helpful. If the volume numbering continues from the earlier title, the call number will remain the same, but all volumes subsequent to the change will be lettered with the new title.

Type the title in capital letters with sufficient space between words for the red strokes. Red strokes are used to divide the title into groups of words as they will appear in each horizontal line on the spine of the bound journal.

3. *Group numbers* Measure the size of the journal and decide from the following table which group number is to be used for this journal:

Group A	All volumes under 8 3/8 inches
Group B	All volumes 8 1/2 to 9 7/8 inches
Group C	All volumes 10 to11 inches
Group D	All volumes 11 1/8 to 12 3/4 inches
Group E	All volumes 12 7/8 to 14 3/8 inches
Group F	All volumes 14 1/2 to 16 inches

4. *Style of lettering* Only capital letters are used for printing on spine. On light coloured buckram letters should be printed in black or brown because the gold generally used by binders does not stand out. Lettering is usually done horizontally, but if the spine is thin there is no harm in lettering vertically.

For journals belonging to Group A, B and C use lettering style no. 3; for journals in group D, E and F with thickness of spine 2 inches or more use style no. 1, for thickness of spine less than two inches use style no. 3. In cases of doubt consult the Serials Librarian for selecting any other style. The chart for the different lettering styles is as follows:

No. 1. UNIVERSITY OF SASKATCHEWAN

No. 2. UNIVERSITY OF SASKATCHEWAN

No. 3. UNIVERSITY OF SASKATCHEWAN

No. 4. SASKATCHEWAN

No. 5. UNIVERSITY OF SASKATCHEWAN

Styles no. 1, 2 and 3 are most commonly used, style no. 5 is used occasionally, and style no. 4 is very rarely used.

5. *Colour* In multivolume sets of monographs and in serials the colour of buckram is important. Serials sets which are shelved next to each other on the shelves should not be bound in the same colour. Before indicating colour on the MBC check in the stacks to see that two serials shelved together are bound in different colours.

6. *Series, vol., etc.* Check whether the journal belongs to any series. There are two types of series. One that is to be printed on the spine and the other that is not to be printed on the spine. In the first category are journals like:

1. *Mercure de France,* ser. moderne.
2. *Bulletin signaletique,* ser. 519-528
3. *Journal Asiatique:* ser. 1 vols. 1-11, 1822-27.
   ser. 2 vols. 1-16, 1828-35.
   ser. 3 vols. 1-14, 1836-42.

In these cases the series identification has to be printed on the spine. In the second category are journals belonging to publishers series or some general series like miscellaneous papers series, etc.

If it is decided that the series is to be printed on the spine this is noted on the MBF card.

Next the Bindery Supervisor should decide whether the bibliographical volumes are to be combined or divided depending on their size. If several bibliographical volumes are to be bound together as one physical volume, particularly abstracts and indexes, the criterion is obviously the division which will be most convenient in content and size for the reader. In such cases use coloured dividers between the volumes. If one bibliographical volume is to be bound into more than one physical volume the title page and contents pages should be xeroxed so that there is one set for each physical volume of the journal.

When putting the issues together for binding into one volume the covers are not retained, but when the issues of the volume are individually paged the front covers are bound with their respective issues. Also, where the issues of a volume are continuously paged but no title page is supplied the front cover of the first issue is bound in title page position and contents pages from all issues are put together after the title page.

In the case of papers in series such as for example a series of research papers from the Road Research Division of the Engineering College of a University, in which the papers appear irregularly and in no fixed size, and for which there is no index covering a given publication period, it is better to pamphlet bind the thin papers, and quarter bind the thick. It is not satisfactory to put eight or ten papers together in one volume. It may be several years before another eight or ten can be bound, and in the meantime the library will keep losing the issues from the shelves.

After the Bindery Supervisor has decided about the series and physical size of each volume, he should put this information on the MBF card as he wants it to appear on the spine.

7. *Instructions* For each title the Bindery Supervisor has to instruct the Binder to follow certain instructions. After careful study of each title he should write on the MBF card the instructions which are essential for binding that particular title. Rather than spell out each instruction every time, the Bindery Supervisor should provide the Binder with the abbreviated form of instructions which are most commonly used.

The instructions may be as follows:

(i) Title page in front.
(ii) Index at end.
(iii) Contents in front.
(iv) DAS (Discard advertising sheets).
(v) DCO (Discard covers only).This is done in cases where back runs of journals are received in complete volumes with TPCI in proper places.
(vi) FCTP (Front cover as title page).
(vii) ICSF (Individual contents sheets in front).
(viii) RAP (Retain all pages). "Pages" does not include covers.
(ix) RE (Retain everything), i.e. covers too.
(x) RFC (Retain front covers).

Some of the instructions are quite straightforward so no explanation is required; e.g., the first three in the above list. Everyone will know that title page and contents will be in front and index will be at the end of a volume. But in other cases there are several alternatives possible, and the Bindery Supervisor has to pick out one. For example, advertisements in periodicals pose a big problem for the Bindery Supervisor. Advertisements which are separately paged are mostly discarded except in case of art or some technological publications. Advertisement pages which are included in the pagination of the text are not discarded because this will bring a break in the continuity of pagination in the bound volume. However, the advertisements which are absolutely useless for research purposes should be removed even though they are included in pagination and "Discrepancy of paging is due to removal of advertisements" must be stamped at the bottom of the title page and also on the first fly leaf (end paper). Caution: Never discard pages containing both text and advertisements.

In some cases advertisements are an important factor in deciding whether a bibliographical volume is to be bound in one or more physical volumes. Wherever the number of physical volumes can be reduced by discarding the advertisements it is worth while because it saves both money and shelf space, and also saves the reader from turning over useless pages in search of text. Sometimes the problem can be solved by leaving advertisements in the first or last issue of a volume and discarding them from the

other issues. This will give an idea, if need be, of what kind of advertisements were published in a particular journal.

FCTP (Front cover as title page): this is done when the title page is not printed by the publisher or is not available at the time of binding the journal.

RAP (Retain all pages): this instruction is given when all advertisements are to be kept in the bound volume and only covers are to be discarded.

ICSF (Individual contents sheets in front): this is done when the index to a journal is not published, or is not sent by the publisher, and the attempt to get it has failed. It is better to put all the contents sheets from each issue together in the beginning rather than bind the journal without the index.

RE (Retain everything): this is self-explanatory.

RFC (Retain front covers): this is done in cases in which issues are paged individually, or in which front covers have pictures with references given to them inside.

8. *TPCI* The Bindery Supervisor should find out whether there is a title page, contents page and/or index to the volume. "Faxon librarians' annual guide to periodicals" is useful for information about TPCI. This guide is an alphabetical list of over 50,000 American and foreign periodicals showing how often, and in what months issued, and giving index, title page and volume records. The Supervisor should type in red ink (to make it stand out), on the bottom of the MBF card, when and how the index, etc., are to be expected. There are several variations, but I mention a few here:

(i) Loose in first issue of next volume.
(ii) Bound in first issue of next volume.
(iii) Loose in last issue of volume.
(iv) Bound in last issue of volume.
(v) Bound or loose in any issue of next volume.
(vi) Constitutes the whole last issue of the volume.
(vii) Issued separately and sent when published.
(viii) Issued separately but sent only on request.
(ix) No index or title page is printed.

If there are any special instructions other than mentioned above they should be written on the MBF card. Sometimes there are indexes scattered in several issues during the year. In "The Booklist. . ." each fortnightly issue has an index, in the middle of the year one issue has a half-yearly index in addition to the text, and the complete annual index is sent separately. In such a case the Bindery Supervisor can bind the annual index with the volume and remove all other indexes even though they were included in the pagination. In such cases a note should be stamped on the title page and first fly leaf (end paper) regarding this gap in pagination.

The verso of the MBF card is used to keep a record of volumes which have already been bound (sample 3, page 43).

Reader's Notes

Chapter V

PREPARATION OF SERIALS FOR BINDING

Once the MBF cards are ready it is very easy to prepare serials for binding. For each serial title which comes to the Bindery Section the Bindery Supervisor should proceed as follows:

1. Check in the Master Bindery File whether any volume of the title in hand has already been bound. If there is a MBF card all the relevant information will be available on it. This card will give the following information:
   (a) Correct call number.
   (b) Correct title which was used when other volumes of this title were bound.
   (c) Colour which was used for the cover.
   (d) Group number of size and style of lettering.
   (e) Codes or detailed instructions for the Binder.
   (f) Information regarding TPCI.
   (g) Whether volume bound in one, two or more physical volumes.
   (h) Advertisements included or discarded.
   (i) Whether volume completed in one calendar year, fiscal year, and/or more than one year.

2. Using the information about TPCI get the title page, contents and/or index for the volume in hand; verify from the index and/or contents page that all issues of the volume are present; check the index thoroughly to see if there are any supplements or special issues of the journal indexed with the regular issue, because in such cases the supplements or the special issues are bound together with the volume (this fact should be mentioned on the MBF card as a guide for future volumes of that journal, though these patterns keep changing); place all issues in the correct order with number one on top (this may seem obvious but with a weekly journal of 52 issues to a volume one has to make certain that pagination and issue numbers are correct and continuous).

3. If the MBF card has a note "Discard advertisements" rip the corners of the sheets containing advertisements, to make sure that the Binder discards only those sheets.

4. Now that the text, title page, contents page/index are at hand, collate the material and arrange it in the exact order in which it is to be bound. Usually this rearrangement of different units of the volume is done by the Binder.

If the index is included in an issue of the next volume remove it, but in so doing do not damage the journal. Do not try to separate the title page from an index which has been bound as one unit and which is intended by the publishers to remain a unit. The cumulative indexes should be bound separately.

5. When the Bindery Supervisor is sure that everything has been checked he or she should tie each physical volume with string both ways.
Caution: never use rubber bands for this purpose. These prepared volumes should be shelved in classification number order on the "Ready for shipping" shelves in the Bindery Section.

6. Each physical volume which is sent to the Binder is accompanied by a bindery slip (Sample 5, page 45). I have recommended a two-part bindery slip, although some libraries use four-part bindery slips. In the latter case, two sections of the four-part bindery slip are sent to the Binder with the volume, one is filed in the Bindery Section, and the last (card) is sent to the library division concerned. The Binder uses one of the two as working slip for the volume and returns the other slip with the bound volume to the Bindery Section. I find this somewhat superfluous.

If two part slips are used, one is sent with the volume to the Binder and the second is kept in the bindery Section. The Binder uses the slip as instruction slip and returns it with the bound volume. Actually this slip is never separated from the volume because it always remains glued to the title page. If the volume belongs to a branch library the staff there can mark on the card in the Branch MBF that has been provided in each branch library.

The Bindery Supervisor fills the two part bindery slip, with guidance from the MBF as to colour, size, style of lettering, division of title, etc. (Sample 6, page 46). One part is attached firmly by paper clip under the string of the volume to which it relates. The Binder will glue this slip to the title page when he begins the process of binding. In case the volume consists of a single issue the slip is glued to the title page by the Bindery Supervisor. *Caution:* do not glue the slip to the front cover.

7. Now these volumes are ready and can be packed in boxes to be shipped or to be picked up by the Binder's truck. Shipments should be numbered consecutively within each fiscal year. If the binder is out of town and material has to be shipped, the Bindery Supervisor should follow the following instructions:

(i) Send shipment via railway express or freight lines.
(ii) Send prepaid.
(iii) Send material insured and calculate the total value of each shipment by multiplying the number of monographs by $10.00 and the number of journals by $15.00. Of course, rare books will be treated differently.
(iv) Volumes should be packed flat and as compactly as possible to avoid damage in transit. Each carton should indicate on the address side the total number of cartons in the shipment.

8. At this time a list of material sent to the Binder is typed in duplicate or triplicate. If the Binder is local then one copy is sent with the shipment

and the duplicate is kept as a record. If the Binder is out of town then one copy is packed with the shipment, the second copy is sent to the Binder by mail, and the third copy is kept as a record. If standardized lettering is used the letter will tell the Binder how many journals and how many monographs are being sent in the shipment. However, if pattern binding or conventional binding method is followed the letter has to contain the following information for each journal or monograph: Call number, title, author, and all other binding instructions. This is a very time consuming and expensive system which should be discontinued as soon as possible.

Reader's Notes

Chapter VI

PREPARATION FOR THE RECEIPT OF SHIPMENT FROM THE BINDER

The work of processing the bound volumes is done by different sections in different libraries. In some it is done by the Bindery Section and in others it is done by a section in the Cataloguing Department depending on the size of a library system and the physical location of the Bindery Section. If the Bindery Section is located in the same building along with other technical services of the library, it is more convenient if Bindery Section is responsible for processing the bound volumes. If it is located in another building away from the central library technical services, then the processing should be done by the physical processing section of the Cataloguing Department. As in most cases bindery sections are located in the same building as other technical services I recommend that Bindery Section should be responsible for this post-bindery operation.

Serials

When the shipment is sent to the Binder one copy of each bindery slip is kept in the section. This slip is used by the bindery clerk to prepare the pockets, book cards/PBCs, and to assign accession numbers to each volume. A batch of book pockets and book cards carrying accession numbers is obtained from the Acquisitions Department. The bindery clerk would proceed as follows:

Main library items

(i) If the library uses an automated circulation system each bound volume that goes to the stacks will have to have an IBM punch card. The bindery clerk has to give the key punch operator full information so that a card can be punched with the correct information on it. Therefore, the bindery clerk types the call number, title, volume number, and year, etc., on the pocket. All the pockets for one shipment are then sent to the key punch room. The key punch operator types Punched Book Cards (PBC) for each pocket and sends the pockets and PBCs back to the Bindery Section where they are kept until the shipment comes back from the Binder.

(ii) If the circulation system is not automated all the bound volumes will have to have book cards in them. In this case the bindery clerk types the title of the journal on the pocket and types the call number, title, volume number, and year on both book cards. These pockets and book cards are kept in the Bindery Section till the shipment comes back from the Binder.

Branch library items

If the circulation in branch libraries is not automated, the bindery

clerk prepares pockets and book cards as for items meant for main library stacks in a library system without automated circulation (ii above).

Monographs

The Bindery Section does not do any additional work for monographs. For main library monographs the Bindery Section keeps book pockets, PBCs, and check-out cards filed by accession number. For monographs received directly from the branch libraries the Bindery Section keeps only the book pocket and one book card (the other book card is retained by the branch library).

Reader's Notes

Chapter VII

PROCESSING THE BOUND MATERIAL

Serials

All bound volumes are delivered to the Bindery Section. The bindery clerk should proceed as follows:

1. Arrange the volumes in call number order after separating them by location. Using the bindery slip, which is still in each volume, check
   (i) whether the Binder has followed the instructions regarding treatment of covers, advertisements, insertion of indexes, colours, etc.
   (ii) whether the lettering on the spine is correct and whether the call number is correctly printed.
2. Mark the call number at the appropriate place inside the front cover, stamp the title page, write the accession number on the title page, put the University library property stamp on top edge of the volume, glue the book pocket inside the back cover.
3. Give prelabelled volumes (i.e. volumes with call number printed on the spine at the commercial bindery) to the Circulation Department for shelving in main library.
4. Send prelabelled volumes for branches to branch libraries. (Some libraries do not classify their documents, so they are not labelled. Some libraries do not classify their journals, but display them alphabetically by title in a Periodical Room, so they are not labelled.)
5. Record all the volumes and accession numbers on the main shelf list.
6. After checking the binding, send all the documents directly to the Government Documents Section, if there is one. If the government documents are catalogued and classified and are shelved in the stacks they will be treated in the same manner as other periodicals and monographs.

Monographs

1. Using the bindery instruction slip still glued to the title page, check
   (i) that the Binder has followed the instructions, and
   (ii) that the lettering on the spine and/or cover is correct.
2. Match the book pockets, PBCs, and check-out cards for main library books, and the book pockets and book cards for branch library books.
3. Mark the call number at the appropriate place and put on the library property stamp (only on newly catalogued books).
4. Forward all the books, along with book pockets, etc., to the physical processing section.

Reader's Notes

Chapter VIII

RUSH BINDING

Every commercial bindery will be ready to cooperate with its clients, as far as possible, to give immediate attention to the heavily used library materials such as reserve and reference books. In the case of a local bindery the rush material will be bound in a week but in the case of an out-of-town bindery it will take about two weeks.

There are some library materials which are in heavy demand by readers, or which are in daily use by the library staff. These items cannot be kept away from the shelves for very long. Bibliographies, indexes, and the National Union Catalogue are some of the types which are recommended for rush binding.

All the library personnel involved in sending material to the Bindery Section should be informed of this facility. They should also be told to use this privilege and not to abuse it.

The bindery staff should give top priority to all such materials both at the time of pre-bindery preparation and post-bindery processing.

Sometimes when an item is at the Binder's and some researchers require it urgently, the Bindery Supervisor should phone the Binder and request him to send it separately. Most of the commercial binderies are very cooperative in such matters.

Reader's Notes

Chapter IX

PAYMENT OF INVOICES

In some libraries the secretary/bookkeeper in the library office keeps accounts, and in some others the Acquisitions Department is responsible for keeping a record of all expenditures on purchase of books, serials, and on binding. Whatever the system of bookkeeping the simplest method of payment is that the Binder should be asked to send his invoice for each shipment separately. The Bindery Supervisor can check the invoice for correctness by comparing it with the shipment letter and pass it to the appropriate administrative head for authorization of payment.

Reader's Notes

Chapter X

MISCELLANEOUS ITEMS

Binding Priorities

The practice followed at the Memorial University of Newfoundland is quite good. The priorities according to them would be as follows:

(i) Current volumes of periodicals.
(ii) Volumes of periodicals completed by missing issues received.
(iii) Complete volumes of periodicals being added to the library.
(iv) Runs which end within the last five years.
(v) Unbound paperbacks being added to the library.
(vi) Periodicals back files which do not end in the last five years. Government documents back files.
(vii) Paperbacks already in the Collection.

Government Documents

The treatment of government documents for binding purposes is different from that accorded monographs and serials. The librarian in charge should indicate the type of binding required for the documents sent to the Bindery Section. Some documents, such as law materials, have specific colours to be matched, and a specific type of lettering on the spine to be matched. A rub or a sample has to be sent to the Binder for such documents.

In many libraries government documents are not classified and are treated as non-circulating material. Therefore, when documents come back from the Binder they are checked for correctness, stamped with the library property stamp, and returned directly to the Government Documents Section.

Temporary Mending

Temporary mending of books and bound journals done at branch libraries should be discouraged. It can damage the book beyond repair after a little while. Glued paper tape, mystik tape and other cheaper adhesive tapes should not be used to put loose leaves back into a book. When eventually the book comes to the Bindery Section it is impossible to remove these tapes without tearing the pages. As a result, either the book has to be replaced or pages xeroxed to bind the book properly. Therefore a book should be sent to the Bindery Section at the first visible signs of its coming off its hinges, or of pages coming loose at the seams.

Shelving and Handling Books

In North American libraries where temperature and humidity can be controlled the book stacks should have 65 to 70 degrees F temperature and 50 to 60 percent humidity at all times. There should be some dependable

system for the circulation of air in the stacks so that fresh air can come to the stacks to clear the atmosphere of noxious gases.

"It may be recalled that originally books were designed not to stand upright but to lie flat on their sides, the ideal position. Vertical shelving is a space-saving compromise. Because the weight of the paper in the book shelved upright normally pulls away from the spine, it is desirable that books be supported by one another, or shelves reasonably filled, or by means of book supports. If, however, the shelves are too full, it means rubbing and friction when books are forced in or removed. If on the other hand the shelf is not full enough, the books will lean to one side or the other, and the bindings will be harmed."*

One should never pull a book from the shelves by the top of its spine, nor stack books in shaky and unstable piles. Some people leave a book open upside down or shelve it on its face edges without knowing how much harm this can do to the book.

Rare Books

The Bindery Supervisor should not take any independent action if and when he gets a rare book to mend or to bind. The rare book librarian should always be consulted for a satisfactory handling of the rare material. In general, resewing should be avoided whenever possible and trimming never be permitted. It is the responsibility of the rare book librarian to check the collection at regular intervals and catch hold of books before they are damaged beyond repair. Rare books with little damage can be repaired easily. Books which have their sewing broken or have sections coming out should either be sent to a rare book binder or be put in a suitable type of slipcase.

Books Damaged at the Binder's

Sometimes a book (periodical or monograph) is damaged at the commercial bindery and is returned to the library unbound by the Binder with an explanation. In such cases one of two things can be done:

1. The damaged book is reordered by the Bindery Supervisor through the Order Department. When the book is received the Order Department sends it to the Bindery Section where the pocket, PBC, check-out card and accession number of the damaged copy are used for the new copy. The new copy is then sent to the Binder who is charged the cost of replacing the damaged copy.
2. If the damaged book is available locally the Binder can replace it after consultation with the Bindery Supervisor without involving other departments of the library.

* Lydenberg, Harry Miller. *The Care and Repair of Books.* New York, R.R. Bowker Company, 1960. p. 13.

Incomplete Volume

Ordinarily incomplete volumes are not bound, but there are some exceptions. The Bindery Supervisor should try to procure the missing issue from the USBE or the publisher (if it is a recent publication) or a back issue dealer or, if a single issue seems too expensive, the complete volume should be purchased. If there is no hurry the supervisor should wait to see if the missing issue or volume appears on a duplicate exchange list from some other library. Some libraries, in such a situation, write to other libraries asking for spare copies of the issues needed for binding. If the missing issue contains only 25-50 pages they can be xeroxed and bound with the volume

If the Bindery Supervisor fails to get the missing part in any of the above ways he can do one of the following three things:

(i) If the complete volume is available on microfilm it should be purchased.

(ii) Pin-bind the volume with a note on the cover showing what pages or issues are missing if he feels that the journal is not put to a great use by readers.

(iii) Give it a permanent binding with a note on the fly leaf (end paper) about the missing pages if he feels that it is going to be used extensively. In such cases stubs should be installed in the volume for missing issues.

Bindery Slip

There are two boxes on the bindery slip which are not filled from the MBF card.

(1) *Quantity:* this box is used if two or more physical volumes of a journal are sent to the Binder in one shipment. When for example, four physical volumes are sent, the Bindery Supervisor makes out four slips, one for each physical volume. He puts "One of four" in this box on each of the four slips. Seeing this note the Binder works on all the four volumes together thus avoiding unnecessary duplication of work.

(2) *Accession no.:* this box is used by the bindery clerk when preparing to receive the shipment from the Binder. The clerk puts an accession number, to be used for the volume being bound, in this box, types the book pocket and book cards, and has the PBC made. If an already accessioned and bound volume is damaged and sent for rebinding, its accession number is written in this box at the time of shipping to avoid giving it a duplicate accession number later.

Reader's Notes

Appendix I

STANDARD LETTERING SYSTEM

The chart on page 35 is made to illustrate the standard lettering system on bound volumes. According to this system all magazines are grouped by height. The title in each group is placed at the same height from the lower edge of the volume. Volume numbers, years, and months are placed at the same height from the bottom of the book irrespective of size and height. There are six groups:

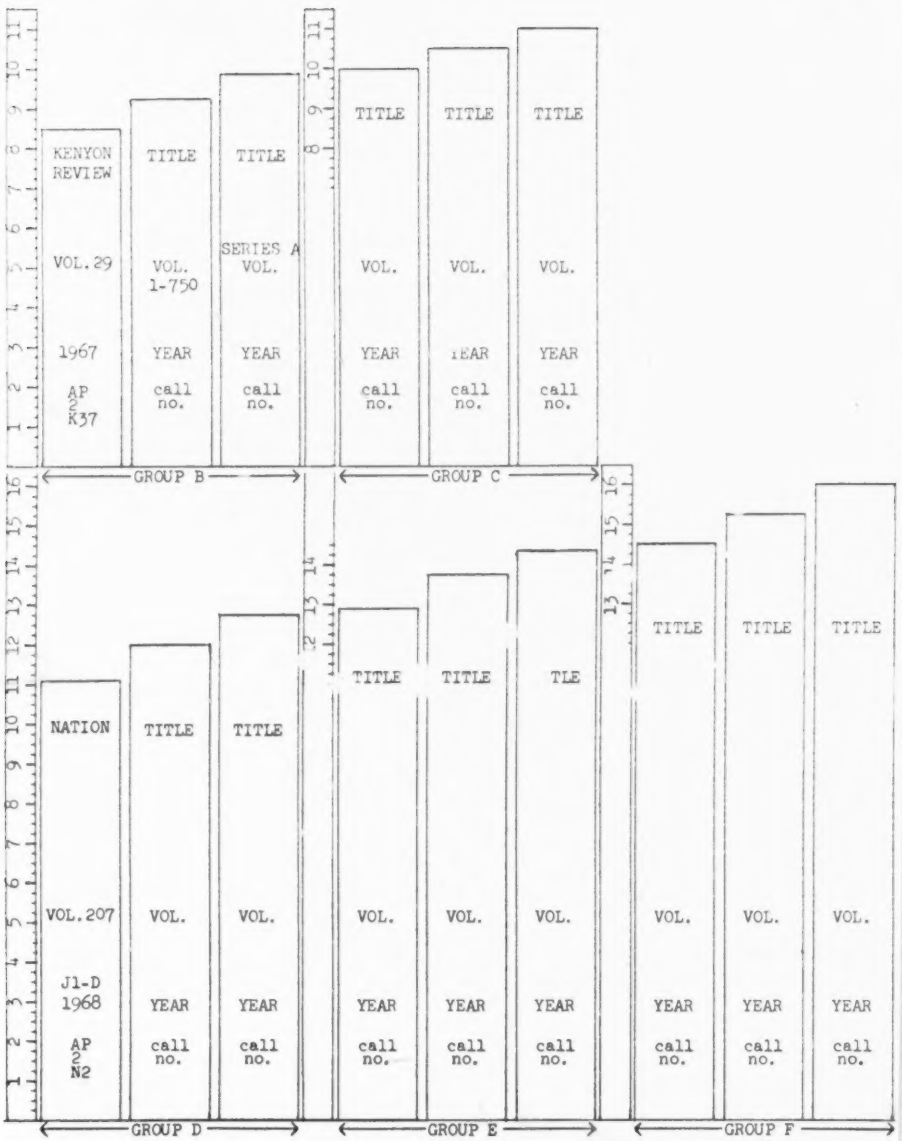
Group A		all volumes under 8 3/8 inches
Group B	from	8 1/2 to 9 7/8 inches
Group C	from	10 to 11 inches
Group D	from	11 1/8 to 12 3/4 inches
Group E	from	12 7/8 to 14 3/8 inches
Group F	from	14 1/2 to 16 inches

The lettering of the title begins at 7 inches (from the lower edge) for all magazines in Group A, 8 inches for group B, 9 inches for group C, 10 inches for group D, 11 1/4 inches for group E, and 12 1/2 inches for group F.

Volume numbering in groups B to F begin at 5 1/4 inches from the lower edge. If a series is used it is put just above volume number (see group B in chart), and if the volume is split and pages have to be indicated it is done just below the volume number (see group B in the chart). In group A the volume number begins at 4 1/4 inches.

Years begin at 3 inches from the lower edge with months just above, if used, for magazines in groups B to F. In group A the year begins at 2 inches from the lower edge.

The call number begins at 2 inches from the lower edge for magazines in groups B to F. If you feel that in group A after putting the year at 2 inches there is no room for the call number, do not get it prelabelled.


KENYON REVIEW
VOL. 29
1967
AP 2 K37
TITLE
VOL. 1-750
YEAR
call no.
TITLE
SERIES A VOL.
YEAR
call no.
TITLE
VOL.
YEAR
call no.
TITLE
VOL.
YEAR
call no.
TITLE
VOL.
YEAR
call no.
GROUP B
GROUP C
NATION
VOL. 207
J1-D
1968
AP 2 N2
TITLE
VOL.
YEAR
call no.
TITLE
VOL.
YEAR
call no.
TITLE
VOL.
YEAR
call no.
TITLE
VOL.
YEAR
call no.
TLE
VOL.
YEAR
call no.
TITLE
VOL.
YEAR
call no.
TITLE
VOL.
YEAR
call no.
TITLE
VOL.
YEAR
call no.
GROUP D
GROUP E
GROUP F

Appendix II
PAMPHLET BINDING

Pamphlets vary in size and thickness. Those up to ½ inch thickness are bound pamphlet style in the library mending room and the others are sent to the commercial bindery.

Pamphlets can be divided into three categories.

(1) Pamphlets which are stapled in the centre.

(2) Pamphlets in the form of loose sheets held together with a staple in the top left hand corner.

(3) Pamphlets with three staples in the left hand margin and comparatively thicker than those of the other two categories.

All these types have to be treated differently. For the first two categories the library can use ready made pamphlet covers which can be purchased in assorted sizes. These are made of a fairly stiff cardboard and have a cloth spine with a half inch spine allowance. A single double stitch (see illustration, page 37) has already been glued on the inside. For the third category the mending clerk has to make covers from larger sheets of cardboard.

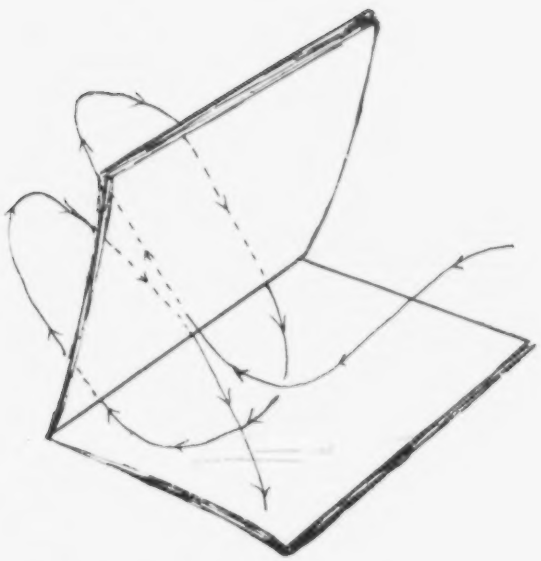
Pamphlets in each category can be treated as follows:

First Category Stapled pamphlets are sewn through the centre and into the centre of the single double stitch (see illustration, page 37). The sides are glued to the pamphlet. The sewing is necessary because if the pamphlet is glued to the cover without sewing the staples pull through the soft cover leaving the cover in the pamphlet binder and the pages of the text are lost.

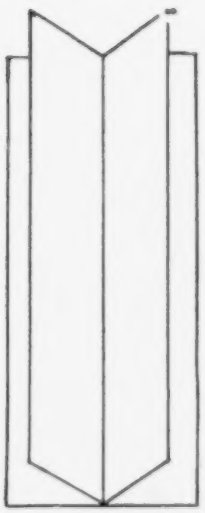
Second Category Loose leaf pamphlets are first sewn on the inside margin. This is done by punching holes with an awl approximately one inch apart, zig-zagging the thread through the holes beginning at one end and coming back to the same end, and then tying the thread. Then it is glued into the single double stitch in the ready made pamphlet binder.

Third Category Two covers of the same size as the pamphlet are cut from the marbleboard. Then a 5/8 inch hinge is cut from the inside margin side of both covers. Placing the cover and hinge about 1/16 inch apart mystik tape is placed on both sides to hold them together. These covers are then placed on the pamphlet and are stapled together on the hinge.

After binding a pamphlet in any of the above ways the title is printed directly on the cover with a felt pen. If the cover used is of dark colour the pamphlet is labelled.



Sewing through the centre



Single double stitch

Appendix III

MENDING

Books that come for mending can be divided into three categories:

1. Book with spine, covers, and end paper torn off.
2. Book where the spine only is torn and the covers and end papers inside are in good condition.
3. Book with good spine and covers but broken end papers inside.

Books in the first category need more work than the other two. Mending should be done in the following manner:

First Category

(1) Cut away the spine and covers from the book. Trim any frayed cloth from the hinge side of the covers and clean the old paper and loose glue from the spine of the book. Save the printed portion of the old spine if possible. Check for loose pages and glue them in. Also check for the dog-eared pages and straighten them out.

(2) Cut double stitch (see illustration, page 39) of the width of the book spine and 1/8 inch shorter than the height of the book. Glue the double stitch to the spine of the book.

(3) Cut mystik tape about 2 inches longer than the height of the book and 1 1/2 inches wider than the width of the spine to allow at least 3/4 inch to overlap on each side of the spine. Take light weight construction paper and cut a strip of the size of the length and width of the book spine. Place the paper strip in the middle of the mystik tape.

(4) Place the cleaned covers on the book, leaving sufficient space for a hinge, set the book spine on the paper strip "rocking" the book forward and backward to stick the mystik tape to the covers. Lay the book flat and slide a bone along the hinge to make a groove to ensure proper fitting of the cover.

(5) Remove the book from the cover. Measure the width of the paper strip and cut a heavy string in two pieces of the same size. Place these strings at the top and bottom of the paper strip and turn over the ends of the mystik tape. Now the case is ready.

(6) Place the book in the case. Mark the grooves again to make sure the case is in its proper place. Releasing one cover at a time (front or back) apply glue on the double stitch and on the inside of the spine of the newly made case and put covers back in place. Mark the grooves again.

(7) Place a strip of waxed paper inside to avoid sticking of covers from glue that may squeeze out when placed in the press. Tape a heavy string directly in the groove and put in the press to dry. When the book is dry this string is removed.

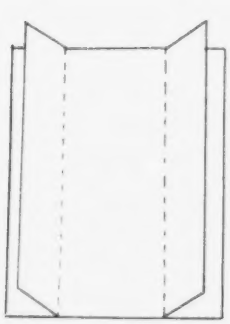
(8) If the old spine is saved, cut out the title and glue it to the new spine, otherwise print the title on the new spine using an electric stylus and white transfer paper or gold foil.

Second Category

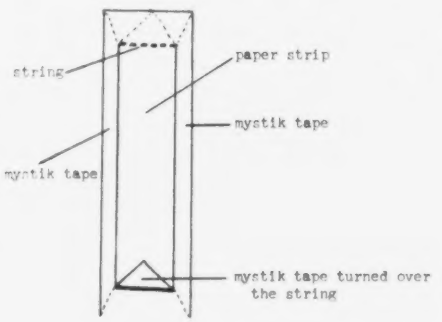
Remove the spine only from the book and, if possible, save the printed portion to be glued to the new spine. Clean the book spine of the worn out paper or loose glue. Using mystik tape and a strip of construction paper, make a new spine. Place a heavy string on the top and bottom of the paper strip. Cut out two triangular shapes from the corner of the mystik tape to the end of the string and back to the top centre of the mystik tape, leaving a triangle to fold over the string onto the paper spine. Do this on both ends (see illustration, below). To attach this spine to the book glue is not applied because a double stitch is not required. Using the same procedure as in the first category place this new spine on the book. Then open one cover at a time and turn in the corners of the mystik tape at top and bottom.

Third Category

Cut the covers and spine away from the inside in such a way that they are not damaged. Prepare the book and glue the double stitch to the book spine. Then put the cover on following the same procedure as given for books in the first category.



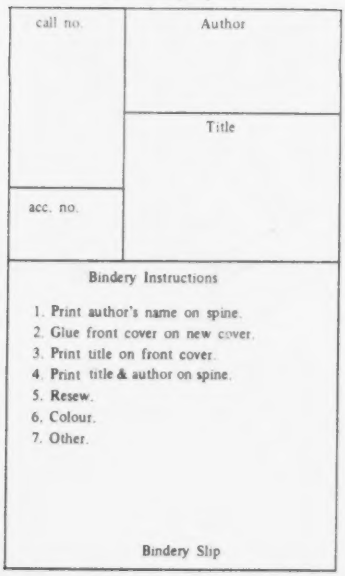
Double stitch



SAMPLES

Sample 1

BINDERY SLIP
(monographs)



Instructions to fill the bindery slip.

1. Type complete call number with same spacing as on a regular catalogue card.
2. Type only last name of author. In case of corporate bodies use abbreviations if you can.
3. Type title separating each word with a red slash.
4. Type the accession number in the appropriate box.
5. Lower half of bindery slip is for the use of bindery clerk.

Note: Make one bindery slip for each physical volume that is being sent for binding.

Sample 2

BLANK MASTER BINDERY FILE CARD

call no.	Title
	Series, Vol., pages, months, year, etc.
Group no.	Instructions
Style no.	
Colour	
	TPCI information (in red)

Volume	Year	Volume	Year

Sample 3

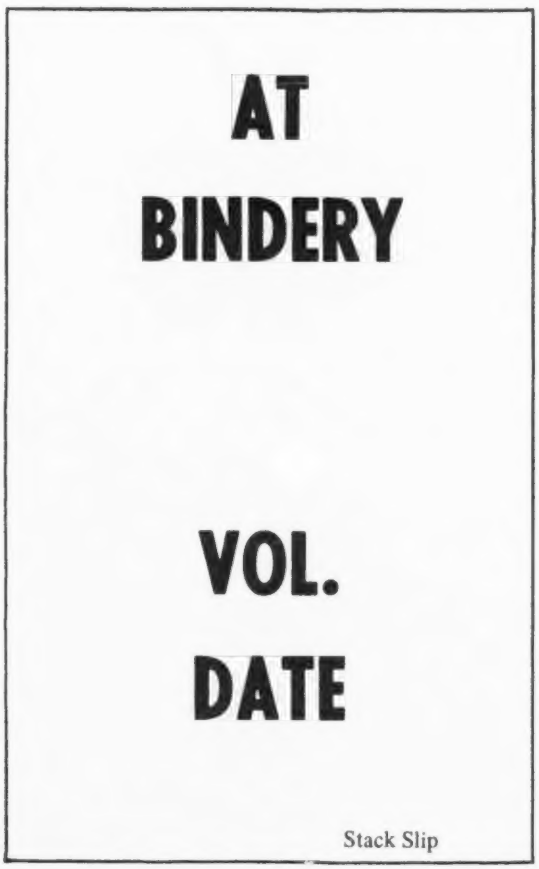
MASTER BINDERY FILE CARD

call no. AP 5 U58	Title UNIVERSITY/OF/TORONTO/QUARTERLY.
	Series, Vol.,pages, months, year, etc. v. 36, 1966/67.
Group no. B	Instructions Title page and contents in front. Index at end.
Style no. 3	
Colour 516 Red	TPCI information (in red) Index, t.p. & contents in last issue.

Volume	Year	Volume	Year
V. 36	1966/67		

Sample 4

STACK SLIP



Stack Slip

This is the stack slip which is filled in duplicate by the Bindery Supervisor when removing material from the main library stacks for binding. One copy is taped to the shelf informing readers that the volume is out for binding. The other copy is given to the Circulation Department.

Sample 5

BLANK BINDERY SLIP
(serials)

call no.	Title / Date
	Series
Group no.	Volume
Colour	Pages
Style	Months
Quantity	Year
Acc. no.	Others

Binding Instructions

1. Title page in front.
2. Contents in front.
3. Index at end.

DAS. DCO. FCTP. ICSF. RAP. RE. RFC.
Others.

University of Saskatchewan bindery slip.

Sample 6

COMPLETED BINDERY SLIP
(Serials)

call no.	Title	Date: Nov. 15, 1971
Linac QC 173 N96	NUCLEAR/SCIENCE/AND/ENGINEERING	
	Series	
Group no. C	Volume	VOL. 30
Colour 516 RED	Pages	
Style 2	Months	OCT. - DEC.
Quantity	Year	1967
Acc. no.	Others	

Binding Instructions

1. Title page in front.
2. Contents in front.
3. Index at end.

DAS. DCO. FCTP. ICSF. RAP. RE. RFC.
Others.

University of Saskatchewan bindery slip.

COLOUR CHART

332 Grey

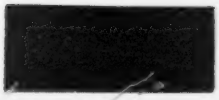
225 Rust

096 Black

130 Fawn

119 Tan

228 Brown



739 Lt. Green

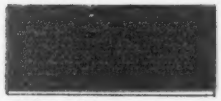
750 Med. Green

756 Dk. Green

455 Lt. Blue

045.5 Royal Blue

471 Dk. Blue



507 Orange

516 Red

520 Med. Red

631 Lt. Maroon

535 Wine